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DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 127.
April 16, 1914.

To Supervising Principals.

Gentlemen:-

I have the honor to enclose herewith a copy of the amended paragraph (222) of the School Laws. This paragraph makes null and void all the provisions of the paragraph numbered (222) in the edition of the School Laws of 1911. The provisions of the enclosed paragraph become operative at once and in the issuance of licenses and the classification of teachers at the close of the present school year, the Supervising Principals and this Department will be governed by the new regulations.

In the classification of teachers the recommendation of the Supervising Principals will be final unless there are very good reasons for making a change in any classification in this office. Therefore, it is expected that you will exercise calm judgment and that your recommendations will be made only after mature reflection.

The change made in the classification of teachers, that is, from "A", "B", and "C", to "E", "F", "G" and "P", is not intended to affect any teachers who by their incompetency would have been candidates for the "C" class under the old classification scheme. The new plan is intended to give more

latitude in the classification of teachers above the grade of "Unsatisfactory".

In making your recommendation for the classification of teachers you will please see that the recommendation is a logical consequence of the reports which precede it on the form "O". In order to secure more uniformity in the matter of reports and classification, the same terms for the different matters to be reported on will be required of all Supervising Principals. The points upon which reports are required are: "Ability to teach;" "Ability to govern"; "Zeal and interest". If a teacher is recommended for the classification „E", it is expected that all points reported on will be classified as "Excellent". If a teacher is to be recommended for "G", all reports must range from "Good" to "Very Good"; In this case all reports may be "Good", or all may be "Very Good"; or, part may be "Good" and part "Very Good". If a teacher is recommended for the classification "F", the reports may range from "Poor" to „Good", with not more than <u>one</u> report of either class. In this case all reports may be "Fair", or, part may be „Fair", part "Poor" and part "Good". If a teacher is recommended for the classification „P", the reports may range from "Fair" to "Poor", or "Unsatisfactory". There should not be more than one "Fair". In all cases where teachers are recommended for the classification "P", which will mean the cancellation of licenses, and your recommendation should so state, complete and specific charges must be written on the back of the report, in the form

of a letter.

A supply of the form "Q", Annual Report on teachers, is being sent you under separate cover. This report may be forwarded as soon as it is possible for you to do so, but it is essential that it reach this office not later than May 2. Where the printed instructions on the form do not correspond with the instructions of this letter, they should be disregarded. Please note carefully that a report is required on each teacher who has taught in your district at any time during the school year. Before beginning your report please be absolutely sure that you have the name of each person who has taught a school of any kind in your district this year, including night school teachers who have not taught in the day schools: Persons who have taught two classes of schools, such as rural and night, should be reported on but once. Arrange the names in strict alphabetical order, surnames first, regardless of the class or kind of school taught. For this report, "kind of school" means "contract". This report becomes the basis of all future reference to the teachers who have taught during the present year and it is of the utmost importance that it be correct in every particular. If any teachers have commenced work so recently that you are unable to make a report on them, include their names in the proper places and state that they will be reported on later in a supplementary report. Any teachers who begin work in your district after you report is forwarded must be reported